

## **Job Announcement**

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**Opening Date:** March 6, 2009

**Job Title:** Child Support/Courtroom Clerk

**PIN:** 059360

**Location:** Circuit Court for Frederick County

Frederick, Maryland

Financial Disclosure: No

Closing Date: March 20, 2009
Position Type: Regular Full Time

FLSA Status: Non-Exempt

**Grade/Entry Salary:** J07 \$30,490 - \$36,168

(Depending on Qualifications)

## Regular state employees are subject to promotion/demotion policy

Essential Functions: Performs a variety of functions to provide coverage for the Child Support Docket. Processes, coordinates and dockets all phases of Child Support cases to include; entering docket information using a computer keyboard, preparing case files, preparing and issuing appropriate summonses, notices or writs; reviewing and docketing of case file documents prior to and following court hearings. Provides courtroom assistance and keeps accurate records of witnesses' names, addresses, evidence and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Administers oaths to jurors and witnesses. Assists the public, attorneys, court agencies and staff by providing information about the status of the cases or about Clerk's office procedures, both in person and by telephone. Performs other related functions of the position as assigned.

**Education:** High School Diploma or GED.

**Experience:** Three years of clerical experience to include: one year of experience working in a trial or appellate court.

or

One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where

knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Proficiency in typing, data entry or word processing. Prior experience with court procedures, court documents, and

familiarity with court terminology.

**Notes:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required

court experience at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Ability to learn and apply relevant job related terminology, rules, regulations, and procedures in order to define problems, collect data, establish facts, and draw valid conclusions and accurately complete forms and documents. Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to interpret comments and notations, record essential information and follow procedure manuals. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to work beyond the normal work day whenever court remains in session . Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter <u>stating position</u> <u>title</u>. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Frederick County 100 West Patrick Street Frederick, MD 21701 ATTN: Sandra K. Dalton, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.